

POSITION DESCRIPTION

Class Title: Team Lead
Department: Parks
Date: 03/08/2021

Grade Number: 57

GENERAL PURPOSE

Performs a variety of administrative, supervisory and semi-skilled tasks in the maintenance and operation of buildings, grounds, parks, open spaces and recreation structures, municipal facilities including swimming pools and cemeteries.

SUPERVISION RECEIVED:

Works under the general supervision of the Parks and Cemetery Director.

SUPERVISION EXERCISED

Exercises supervision over lower level Parks, Cemetery and assist in supervising community service workers, DOC workers, and temporary employees as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains and motivates assigned staff; reviews progress and directs changes as needed.

Coordinates department activities with other departments and agencies as needed.

Supervises and participates in the operation, maintenance and repair of the Parks, Cemetery and Pools facilities/systems.

Provides advice to supervisors.

Oversees the safety of assigned workers by instructing employees in proper safe work procedures.

Communicates official plans, policies and procedures to staff and the general public in assigned areas of responsibility.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assists in preparing annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow;

studies and standardizes procedures to improve efficiency and effectiveness of operations.

Evaluates employees and recommends and carries out discipline as needed. Selects, trains and supervises assigned employees.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances;

Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Lays out daily work schedules and assigns tasks to appropriate individuals, crews or combination of crews, and coordinates the completion of the same.

Develops and maintains a turf and open space maintenance management system. Develops maintenance and operating procedures and methods within limits of departmental policies and procedures.

Provides necessary supervision, direction, and assistance to crews at work sites. Enforces policies, regulations, and safety and health standards.

Determines, calculates and secures the appropriate materials and supplies for a specific project.

Improves work methods to accomplish assigned work.

Assists with inspecting services provided by contractors or vendors for compliance with performance standards.

Assists in projecting needs for equipment, materials and supplies. Assists in the preparation of specifications, estimates, and bids for machinery, equipment, and contractor services.

Assures that tools and equipment are properly maintained and kept in proper working condition by participating in cleaning and checking equipment and tools after use.

Prepares and maintains daily, monthly, and annual reports and records, as assigned.

Oversees and coordinates athletic field maintenance and preparation.

Oversees and assists with the maintenance and operations of the municipal swimming

pools, including pool filtration system. Oversees and assists with monitoring and maintaining proper pool water chemistry.

Oversees and assists in the mowing and maintenance of park and open space areas such as fields; mows weeds; cleans and maintains recreation facilities such as tennis courts and nets; oversees and assists in the maintenance of sprinkler systems and the repair and installation of sprinkler lines and heads.

Oversees and assists with the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of parks and cemetery grounds and open spaces.

Supervises and assists with the operation of the City Cemetery system by scheduling burials, selling grave plots and coordinating plot ownership with City Clerk as well as ordering graves opened and closed.

Directs and participates in the recording of all burials; receives and processes burial permits; researches old burial records, checks lots and gives grave locations.

Plans, organizes and directs the layout, operation and maintenance of cemetery grounds.

Operates tractors, mowers, jack hammers, welders, trucks, steam cleaners, buffers, washers, and a variety of power construction and maintenance equipment as needed.

Supervises and assists in setting up and taking down equipment for various programs, prepares facilities for park and recreation program use.

Opens and closes, locks and unlocks facilities as needed.

Supervises and assists in the construction of new open space facilities, including clearing, grading, drainage, and foundation work.

PERIPHERAL DUTIES

Performs some or all of the duties of a Maintenance Worker as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent, and
- (B) Seven years experience in construction, repair and maintenance work, at least three of which have been with a park system and cemetery or related system, including the operation of related maintenance equipment.
- (C) Any equivalent combination of relevant education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

(A) Considerable knowledge of equipment, materials and supplies used in building and grounds maintenance; Working knowledge of equipment and supplies used to do minor repairs; Working knowledge of first aid and applicable safety precautions.

(B) Skill in the operation of listed tools and equipment; working knowledge of the equipment, facilities, materials, methods and procedures used in cemetery systems; working knowledge of the laws and ordinances affecting cemetery operations and the real estate laws affecting cemetery plots; working knowledge of landscaping methods, techniques and materials.

(C) Ability to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions; Ability to communicate orally and in writing; Ability to use equipment and tools properly and safely; Ability to understand, follow, and transmit written and oral instructions; Ability to establish effective working relationships with employees, supervisors, and the public.

(D) Ability to guide, direct and motivate assigned employees; Ability to organize and supervise the activities of various crews.

SPECIAL REQUIREMENTS

A valid Oklahoma state driver's license with a commercial driver's license endorsement or the ability to obtain one within 12 months of employment, with a driving record acceptable to the City's insurance carrier.

DESIRED QUALIFICATIONS

A Herbicide applicator's license, or the ability to obtain one within 12 months of employment.

TOOLS AND EQUIPMENT USED

Pickup truck; dump truck, utility truck, backhoe, tamper, plate compactor, saws, compressors, sanders, trencher; lawn and landscaping equipment, including tractors, mowers, airifier, chain saw, edgers, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work; swimming pool equipment including chlorination system, pumps, boiler, valves, filtration devices, gauges, etc. Skill in use of mobile radio, phone, personal computer including word processing, database and other software, copy and fax machines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with ADA disabilities to perform

the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with ADA disabilities to perform the essential functions.

The essential functions and/or tools used for this position could be classified as a "safety-sensitive job" under the Unity Bill, which could affect the safety and health of the employee or others.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually loud.

ADVANCEMENT

This position is designed to serve in lieu of a Parks Superintendent position. It is intended to serve as a career ladder position whereas the person selected to fill this position, upon adequate development of administrative and leadership skills through education and experience, and coupled with satisfactory performance evaluations, may be promoted to Parks Superintendent, if approved by the City Manager.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the

position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Personnel Director

parks\supervisor